

HUMAN RESOURCES REPRESENTATIVE

DEFINITION

Under general supervision, is responsible for performing professional human resources work for a department or division; performs related duties as required.

EXAMPLES OF WORK (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Recruits applicants to fill existing and anticipated position vacancies;

Reviews resumes and/or employment applications and evaluates work history, education and training, job skills, and other qualifications of applicants;

Interviews applicants for specific position(s) individually or as part of a panel and refers applicant(s) to appropriate authority for hiring decision;

Assists supervisory or managerial personnel with determining hiring and recruitment opportunities for current and anticipated vacancies;

Coordinates the hiring of individuals by arranging for pre-employment testing, advising supervisors and/or completing proper forms and paperwork;

Records and maintains employee information such as personnel data, compensation, benefits, tax data, attendance, and performance reviews;

Compiles human resource data such as absenteeism and overtime into report format;

Verifies accuracy of facts, forms, statements, claims and complaints;

Compiles preliminary reports to be used in the grievance process;

Conducts new employee orientation for a department or division;

May coordinate the scheduling of training programs;

Tracks due dates for performance appraisals; provides assistance to supervisors and managers on completing appraisals;

Coordinates administration of benefits such as tuition reimbursement and insurance programs;

Reviews and processes injury leave and worker's compensation claims; monitors unemployment compensation; schedules and testifies at fitness for duty hearings;

Composes various types of correspondence such as letters of instruction for job applicants and new employees or letters of employment verification;

Processes requests for commendations and disciplinary actions;

GUIDELINES FOR CLASS USE

This is an entry-level, professional classification. Incumbents report to a higher level Human Resources professional.

MINIMUM QUALIFICATIONS

Possession of a bachelor's degree.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of interview techniques; considerable knowledge of federal and state laws and guidelines governing fair employment practices; considerable knowledge of English usage, grammar, spelling, and punctuation; general knowledge of all aspects of human resource principles and practices; general knowledge of administrative practices and principles; some knowledge of organizational structures and relationships; ability to read, comprehend, and apply organizational policy and procedures and other written guidelines to work functions; ability to interpret labor agreements, technical manuals and contract language; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with others; ability to identify problems, analyze information and recommend solutions.

Probationary Period:	365 Days
Examination:	Competitive

Class Code:	0854
Job Family:	Administrative
EEO Job Category:	Professional
Compensation Plan:	CMAGE
Salary:	Range 24-29

Class established:	05-01-80
Current spec:	05-19-03
Commission action taken:	Revise
	Merge/Revise/Retitle (Personnel Interviewer into OEDS 6/29/98)
Last reviewed:	05-19-03